COVID-19 CHILD CARE MATCH INDIVIDUAL EDUCATOR

UPDATED: 04/27/2020



Manual Sections

- SECTION 1: Matching Individual Educators to Essential Workers
- SECTION 2: Matching Individual Educators to Providers with staff openings.

If you need help or have questions, please send an email to:

Information about this manual

- This manual deals with matching Individual Educators to Essential workers who have requested In-Home child care through the Child Care Finder public web page.
- It also deals with matching Individual Educators to Providers who have indicated that they are in need of additional staff.
- Please note that throughout this document, we use the terms *Individual Educator* and *Individual Caregiver* interchangeably.
- This manual bypasses all the login information for CSAW, and assumes you are already in and using the system.

If you are looking for Login Details to the **COVID-19 CSAW CHILD CARE REQUEST MANAGEMENT**, please follow this link to the latest version of the manual.

https://dcf.wisconsin.gov/files/childcare/covid/pdf/csaw-covid-worker-manual.pdf

If you need help or have questions, please send an email to:

Information about this section

• Essential workers request In-Home child care through the Child Care Finder public web page. Their data flows into CSAW.

As a facilitator, you work with this process to help us connect teachers already in our system with essential workers' families to provide in-home child care.

If you need help or have questions, please send an email to:

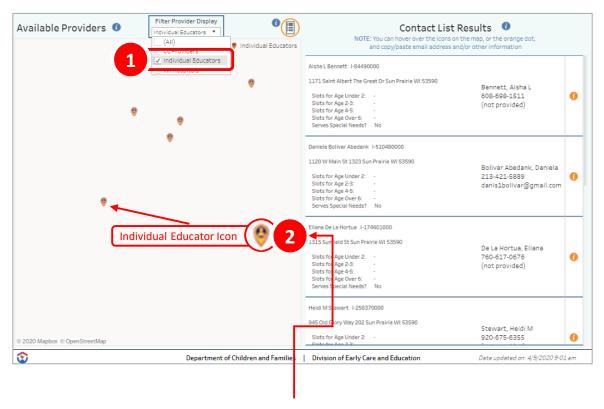
COVID-19 CSAW Child Care Match Individual Educator

You are working and updating requests in **CSAW**. You Identify a *Request ID* that they would like to have **In-Home care**.

Go to the *COVID map*. It is a good idea to have the map open in a separate tab in your web browser. Here you will search for their *Request ID*.

1. Filter by Individual Educator

You can use the map to filter only *Individual Educators*.

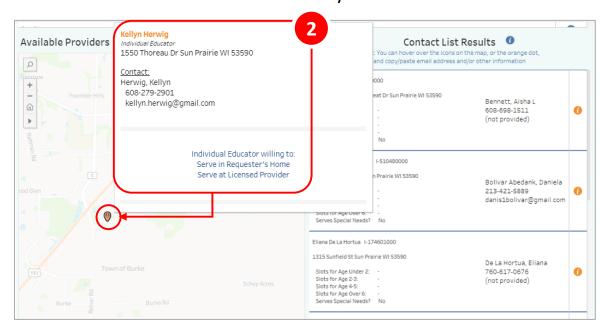


2. Select an Individual Educator

Click the icon to select the provider.

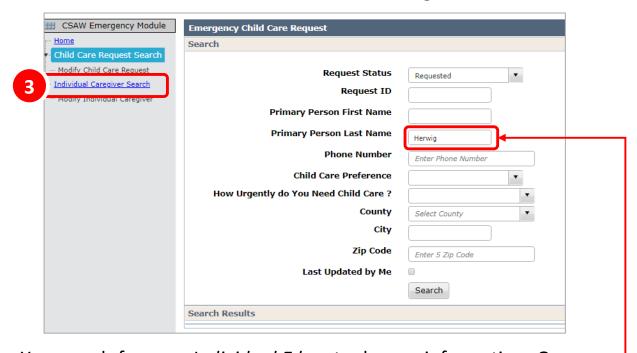
2. Individual Educator Details

The details of the *Individual Educator* you selected are now available.



3. Select an Individual Educator

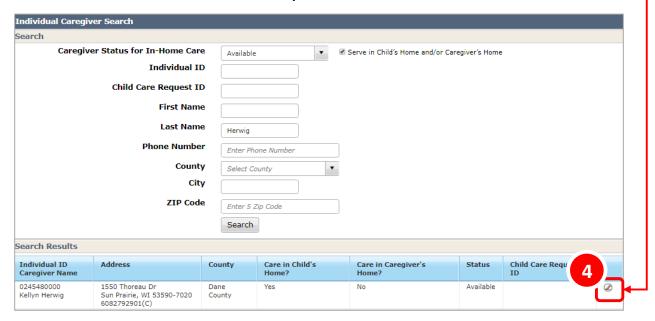
Go back into CSAW, click on the Individual Caregiver Search link.



You search for your *Individual Educator* by any information. Our example uses the person's Last Name.

4. Modifying the Record

Click on the *Pencil Icon* to modify the record.



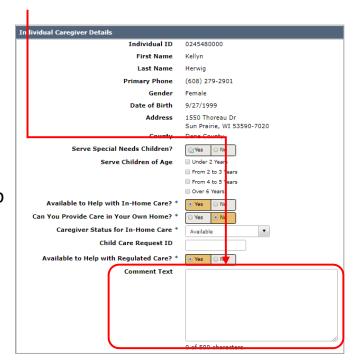
Call the educator, update any necessary information. Remember

to add any important notes.

In your conversation with the educator, you should ask some of these clarifying questions to ensure a good match.

Are they available to help with inhome care? Are they are willing to go an essential worker's home to provide care?

Would they, the educator, be willing to bring the children of essential workers into their own home?



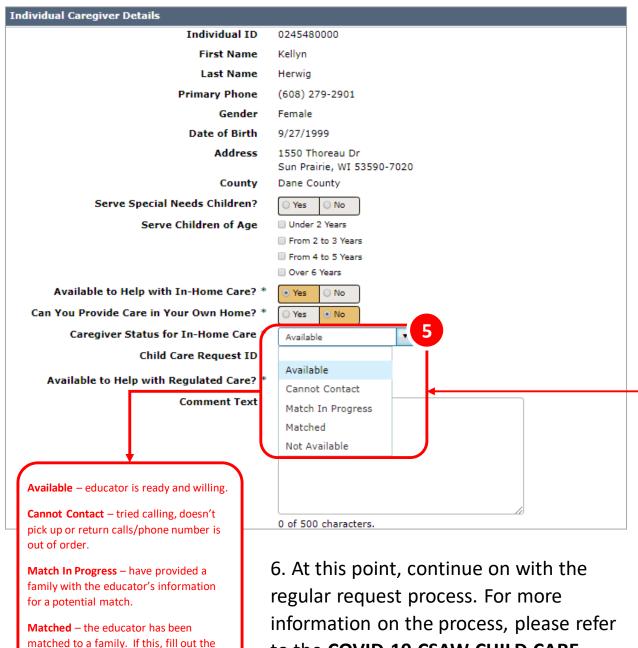
Are they available to help with regulated care? Is the educator willing to be recruited for a center that is in need of staff (pop-up center, etc.)?

5. Changing the status.

Child Care Request ID.

Not Available - educator is unavailable.

Once you have established the outcome of the match attempt, change the status of the Individual Educator.



to the COVID-19 CSAW CHILD CARE REQUEST MANAGEMENT MANUAL.

https://dcf.wisconsin.gov/files/childcare/covid/pdf/csaw -covid-worker-manual.pdf

Information about this section

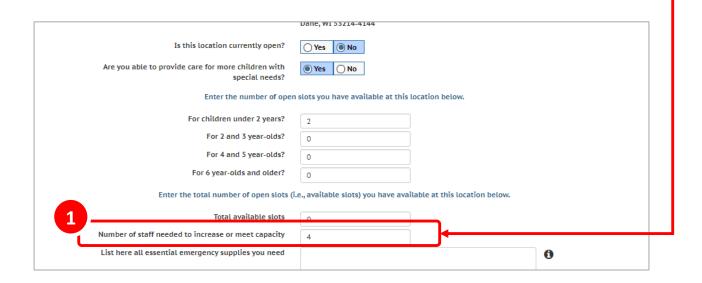
 From data entered in the Provider Portal, providers let us know that they have staffing needs and the number of openings in their location.

As a facilitator, you work to help us connect teachers already in our system, who have said that they are available to help with regulated care, with Providers who have staff needs.

If you need help or have questions, please send an email to:

1. The provider lets us know they have vacancies in the Provider Portal

When updating their details in the Provider Portal, providers indicate that they need X number of staff to increase or meet capacity in terms of providing child care to essential workers.



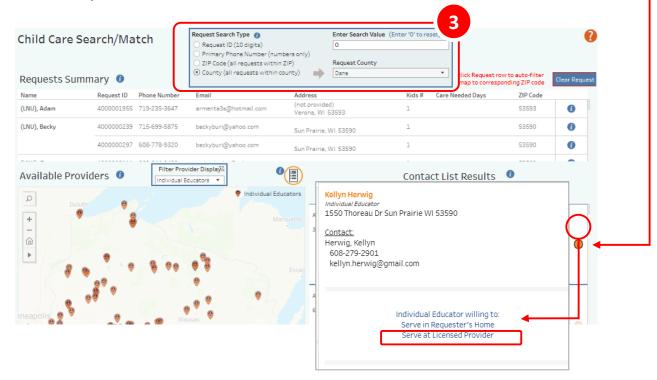
2. A list of providers seeking staff is distributed to facilitators working Individual Educator matches.

This list is created and distributed to you daily. You begin by identifying the **county** of the provider needing staff.



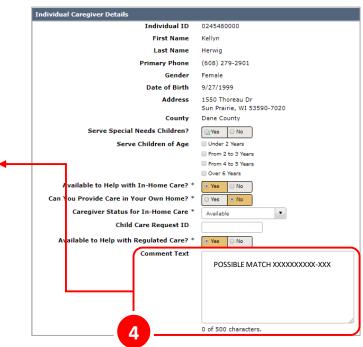
3. Use the COVID Map

Now use the COVID map to find individual educators in that county. Filter the Available Providers by *Individual Educator* only. Click the Information icon (1) beside the Individual Educator's name to check that they have elected to work at a Licensed Provider.



4. Potential Match

The XXXXXXXXXXXX is the provider's number.



4. Possible Match

Next, you will call the Provider Location, and give them the independent educator information. At this stage, change the *Individual Educator* status to *Match In Progress*.

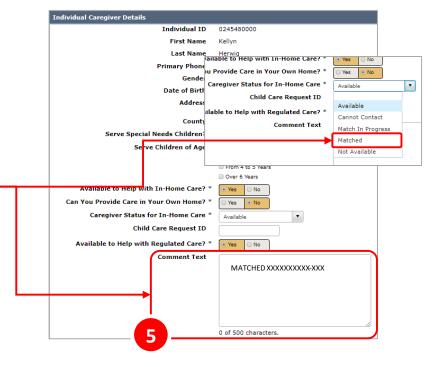


5. Successful Match

If the Provider Location accepts the match with the Individual Educator, change the status to **MATCHED**.

Also add **MATCHED XXXXXXXXXXXXX** in the Comment Text field.

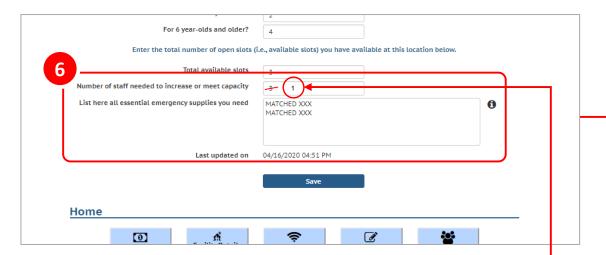
XXXXXXXXXXXX is the provider's number.





6. Provider Portal

Next, log into the Provider Portal and enter MATCHED XXX (Individual Educator ID) for every individual matched. You will also reduce number of staff needed count by one.



Example:

If the number of staff needed was three (3) and you made two (2) successful matches, you would reduce the number to one (1) and enter MATCHED XXX twice in the List here all essential supplies you need text entry field.

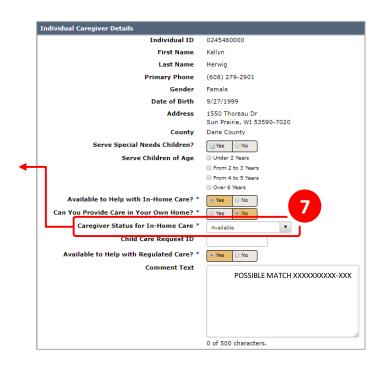
Note: This text entry field is doing double duty for this process as the *Individual Educator Matched* field.

This is how the process ends if you have made a successful match or matches. If the Provider location denies the match, proceed to the next page.

7. Denied Match

If the Provider Location denies the match with the Individual Educator, set the status for *Caregiver Status* for **In-Home Care** to **Available**.

You will then repeat the process with a different Individual Educator.



8. Status

If you call an Individual Educator to start making a match but they are **No Longer Available,** change their status to **Not Available.**

If they are no longer interested, mark as **Not Available** and indicate such in the Comment Text field that the match was attempted, but they are no longer interested so we know not to contact them.

